

JOIN VIA SKYPE MEETINGS APP-

We recommend that you install the Skype Meetings app plug-in **as soon as possible**, so that you have ample time to address any technical issues on your end.

Please join the webinar **15-30 minutes BEFORE** the seminar begins to ensure that we are available to help with any technical issues.

1. Click on this link to [Join Skype Meeting](#)

The following message will appear on your browser.



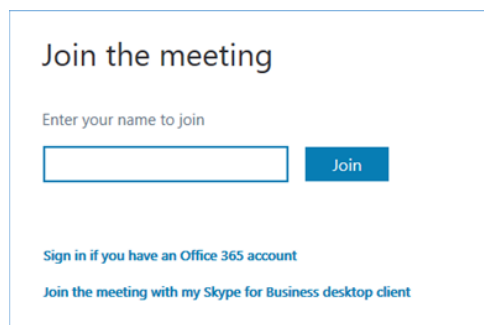
2. Follow the directions to **download and install the App plug-in**.

3. After installation, **click on the green 'Join the meeting' button**.

Join the meeting

4. The Skype Meetings app opens in a new window. **Enter your name and hit the blue 'Join' button**

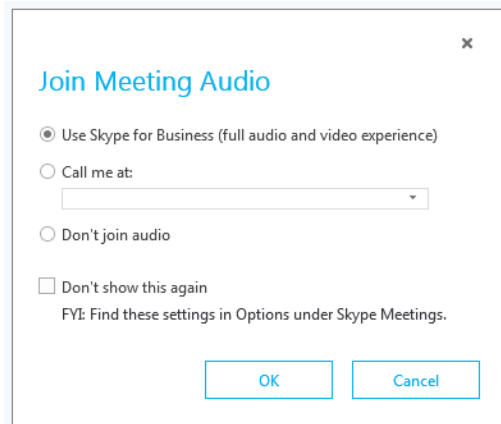
Join

A screenshot of a "Join the meeting" dialog box. It has a title "Join the meeting". Below it, it says "Enter your name to join". There is a text input field and a blue "Join" button. At the bottom, there are two links: "Sign in if you have an Office 365 account" and "Join the meeting with my Skype for Business desktop client".

5. Choose how you want to listen to the Webinar.

TO USE YOUR COMPUTER'S AUDIO:

Select the 'Use Skype for Business' radio button on the pop-up window. When the Webinar begins, you will be automatically connected to audio using your computer's speakers (VoIP).



--OR--

TO USE YOUR TELEPHONE:

Select the 'Don't join audio' radio button on the pop-up window. Then call in using the number below:
Conference number: 1-877-820-7831
Access Code: 260-0338 #

6. **ASKING QUESTIONS:** You have 3 options to ask questions during the meeting.

1. Type questions in the Skype 'conversation room', by clicking on the chatbox



2. Ask questions via Skype (must have a computer microphone).



Unmute your microphone in Skype by clicking the blue microphone button.

The line across the button will go away, indicating that people in the meeting can hear you.

3. Ask questions by phone. Call in using the number below:

Conference number: 1-877-820-7831

Access Code: 260-0338 #

HAVING TECHNICAL ISSUES

BEFORE MARCH 6th - Email me at daniele.baker@tceq.texas.gov

MARCH 6th

Before the seminar begins- Reach us by phone at the conference # above

During the seminar- Reach us by email at robin.cypher@tceq.texas.gov

Skype web app help - <https://support.office.com/en-us/article/Join-a-Skype-Meeting-with-Skype-for-Business-Web-App-4828ad18-ed21-422a-a870-94d676d4b72a>